Center for Educational Performance and Information

**The Center for Educational Performance and Information (CEPI)
Listserv User Guide & Etiquette Guidelines**

What is a Listserv?

A listserv is an electronic mailing list used to send messages or announcements to people who share a common interest in the content of the messages.

CEPI administers several listservs on a variety of topics. This document offers instructions on how to subscribe to any CEPI application listserv, as well as listserv etiquette guidelines and listserv mail options.

Joining CEPI Listservs

Anyone may subscribe to the following CEPI listservs:

> Michigan Student Data System (MSDS) Listserv;
> Registry of Educational Personnel (REP) Listserv;
> School Infrastructure Database (SID) Listserv;
> Financial Information Database (FID) Listserv and
> MSDS Vendor Listserv.

You can choose which listserv you wish to subscribe to at: **http://www.michigan.gov/cepi/0,1607,7-113-986---,00.html**.

To join a listserv, send an e-mail message to: **Listserv@Listserv.michigan.gov** with no subject and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe cepi-[list name].

For example, to join the MSDS listserv, send the following e-mail message to **Listserv@Listserv.michigan.gov**: **subscribe cepi-srsd**

To leave a listserv, send an e-mail message to: **Listserv@Listserv.michigan.gov** with no subject and the following text in the body of the message (exclude all other text such as signatures, etc.): **signoff cepi-[list name]**.

Posting to a CEPI Application Listserv

To post to a listserv, send an e-mail message to one of the following e-mail addresses:

MSDS	**CEPI-SRSD@LISTSERV.MICHIGAN.GOV**
SID	**CEPI-SID@LISTSERV.MICHIGAN.GOV**
FID	**CEPI-FID@LISTSERV.MICHIGAN.GOV**
REP	**CEPI-REP@LISTSERV.MICHIGAN.GOV**
MSDS Vendor	**CEPI-SRSDVENDOR@LISTSERV.MICHIGAN.GOV**

Listserv Mail Options

If you would like to learn what the particular settings for your account are (or, for example, you are wondering if your account is active), send a message to LISTSERV@LISTSERV.MICHIGAN.GOV with the following command in the body of the message (using the appropriate listserv name):

QUERY CEPI-REP

To leave a listserv, send an e-mail message to the above address with the following in the body of the message (no other text) using the appropriate listserv name:

SIGNOFF CEPI-FID

To receive a copy of the messages that you post to the listserv (this is the default for all users), as well as acknowledgement that your message was successfully processed, send an e-mail message to the above address with the following in the body of the message (no other text) using the appropriate listserv name:

ACK REPRO CEPI-SRSD

If the amount of mail from any particular list becomes cumbersome, rather than leaving that list, consider receiving the digest form of the list. Instead of getting each message individually, you will receive a summary e-mail message at the end of each day. Individual subscribers need to request this function directly for each listserv to which they are subscribed. To change your account to "digest mode", send a message to listserv@listserv.michigan.gov with the following in the body of the message, using the appropriate listserv name:

SET CEPI-REP DIGEST

To set your account back to "regular mode" (in which you will receive individual e-mail messages instead of a daily summary), send a message to LISTSERV@LISTSERV.MICHIGAN.GOV with the following in the body of the message, using the appropriate listserv name:

SET CEPI-REP MAIL

If you are temporarily away and wish to receive no mail, or wish to suspend receiving messages temporarily without unsubscribing, send a message to LISTSERV@LISTSERV.MICHIGAN.GOV with the following in the body of the message, using the appropriate listserv name:

SET CEPI-FID NOMAIL

To begin receiving mail again, send a message with the following in the body of the message, using the appropriate listserv name:

SET CEPI-FID MAIL

Managing Incoming Electronic Mail

Joining a listserv can increase your incoming e-mail significantly. To lighten the load, you can set your e-mail client (software) to automatically sort messages into a list folder so you can read those messages at

your leisure. Please refer to the "Help" function of your local e-mail client or contact your local computer software support people if you need assistance with automatically sorting incoming e-mail.

Listserv Etiquette Guidelines

CEPI application listservs are forums for professional discourse on topics related to the data collected from Michigan's public schools. The purpose of the listservs is to promote communication. They are also a tool used to communicate important information and deadlines. Since there are so many people subscribed to the lists, it is important that everyone utilize the listservs appropriately. Please follow these simple guidelines.

Courtesy Guidelines

- Always remember that you are interacting with people, so be mindful of what you write; never write anything you would not say to someone directly. Never use a list for personal attacks or profanity; if you would not say it in a crowded room for all to hear, do not write it in a message.
- Write only public (never private) messages; listservs are public forums, and personal comments or criticisms should be sent directly to the person, not the entire list.
- When you are replying to a listserv message be sure to note to whom you are replying; lists are often set up to reply to the list. If your reply is not of interest to everyone on the list, change the TO: address to the person to whom your reply is directed.
- Sign your posting including brief contact information. You can use the signature that you have set up in your mail client or simply type in the information at the end of your note.
- Before responding to a listserv message, check other subscriber responses to see if someone has already commented to avoid duplication of messages.

Content Guidelines

- Stick to the purpose of the list; the more topic-specific the contributions are, the more useful the list is for everyone.
- Make the subject line descriptive. "Change in Meeting Location" is more useful than "Hello".
- Be brief, professional, clear and logical.
- Avoid using humor or making political comments.
- Do not send chain letters, spam, flames (abusive messages about another person) or solicitations.
- Do not use the listserv to share confidential student information.
- Do not use the listserv to try to contact CEPI customer support.

Format Guidelines

- The less formatting, the better. Plain text format is always best. Avoid including graphics, charts, images and attachments.
- Do not type the whole message in caps; it is the equivalent of shouting.
- Always proofread and edit your message before you press the send button. Poor spelling, grammar and punctuation can interfere with your message.
- Edit the original message in your replies; leave a few lines to recall the topic you are addressing, but not the entire previous message(s).
- When forwarding a message to the list, take out the original header information; if it is included it can cause a delivery error.

At the discretion of CEPI, members engaging in off-topic or unwelcome behavior may be subject to monitoring or removal from the listserv. Examples of unacceptable postings might include e-mail assaults with antagonistic, sarcastic or insulting language; messages which accuse, belittle or criticize another participant; or other socially inappropriate activity.

Using the listserv to organize political action like boycotts or protests, or mining the listserv for potential supporters of a political action is not permitted, nor are actions relating to, involving, or characteristic of politics, such as persistent campaigning for a personal cause or goal.

Use of the listserv to publicly debate or dispute the policies of CEPI or the Michigan Department of Education (MDE) is inappropriate for this forum. Any member wishing to comment on or recommend changes in the policies of CEPI or MDE should do so by sending an e-mail message to CEPI at CEPI@michigan.gov or MDE at MDE@michigan.gov along with your comment or suggestion.